CITY OF LOS ANGELES – BOARD OF CULTURAL AFFAIRS COMMISSION

APPLICATION FOR APPROVAL OF MURAL PROJECTS

I. LEVEL OF REVIEW

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II. SUBMISSION MATERIALS CHECKLIST
All public art applications must be accompanied by the following forms of support documentation.

A. CONCEPTUAL REVIEW

___ 1. COMPLETED APPLICATION FORM and CHECK for fee amount (see page 1).

___ 2. WRITTEN NARRATIVE (maximum one page) Describe the image and/or design, how it fits within the existing environment and any other pertinent issues including but not limited to: duration of project, dimensions, funding source, surrounding buiing types, materials, commitment to long term maintenance, signage, lighting, collaboration between artist and designer.

___ 3. Description of ANTI-GRAFFITI COATING to be applied to artwork. Contact the Technical Supervisor at Operation Clean Sweep at (213) 847-5909 for assistance.

___ 4. LETTER OF PERMISSION to do public art project from BUILDING/WALL owner.

___ 5. INPUT AND LETTER OF SUPPORT of the project from COMMUNITY group with active membership in project area.

___ 6. INPUT AND COMMENT from the CITY COUNCIL DISTRICT office in project area.

___ 7. LOCATION MAP indicating the area of the City in which the project is located (Thomas Guide).

___ 8. RENDERING and/or WORKING MODEL with dimensions indicated. Colors, scale, materials and details must be indicated and accurate.

___ 9. COLOR PHOTOGRAPHS of the site for which the artwork is intended, adjacent buildings and buildings across the street to clearly represent the neighborhood.

___ 10. ARTIST RESUME and description of past work.

___ 11. INPUT AND DOCUMENTATION DEPARTMENT OF BUILDING AND SAFETY SIGN PRE-INSPECTION, if applicable (as determined by Cultural Affairs Department L.A.M.C. 6205.5-6205.6). Include any zoning or city plan requirements (i.e. ZI files, ZA cases, Q conditions).

___ 12. INPUT AND DOCUMENTATION DEPARTMENT OF TRANSPORTATION, if applicable (as determined by Cultural Affairs Department staff and/or Department of Building and Safety L.A.M.C. 6205.5-6205.6).

B. FINAL REVIEW

___ 1. COMPLETED APPLICATION FORM and CHECK for fee amount.

___ 2. RESUBMIT all items from Conceptual Approval requested from Submission Material Checklist.

___ 3. WRITTEN RESPONSE to any conditions or comments made by Committee/Commission at the Conceptual Review.

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*NOTE: All requested items in Sections A and B, above must be submitted to Cultural Affairs Department staff before an application can be processed and scheduled for a Commission agenda.

MC/Revised 10/99